

The Danvers Retirement System is seeking proposals from qualified individuals or firms to perform actuarial services on behalf of the Danvers Retirement System (DCRS) relating to System funding requirements and outstanding pension liability for each of the next seven fiscal years; and for such special actuarial studies as may be needed by the DRB as defined in M.G.L. c. 32. You may request a copy of the RFP by contacting Susan Little at [slittle@danversma.gov](mailto:slittle@danversma.gov) no later than Thursday February 22, 2018 for a copy of the DCRB's request for proposals document.

The deadline for submitting a proposal is by February 23, 2018 at 12:00PM EST at the Retirement Office, Town Hall, 1 Sylvan Street, Danvers MA 01923

Envelopes containing sealed proposals will be accepted at the Retirement Office, Danvers Town Hall, Danvers, Massachusetts 01923 until the time indicated on the advertisement. Please provide a package containing 2 (two) copies of the non-price technical proposal marked "Technical Proposal" and one (1) package containing the price proposal marked "Price Proposal". Please also submit one complete electronic file in PDF format to: [slittle@danversma.gov](mailto:slittle@danversma.gov)

All necessary PERAC forms must be included (see [www.mass.gov/perac/form2012.html](http://www.mass.gov/perac/form2012.html)).

Please send the envelope to:

Susan Little, Retirement Assistant  
Danvers Contributory Retirement System  
1 Sylvan Street  
Danvers, MA 01923

Questions concerning this RFP must be submitted in writing to: Susan M. Little, Retirement Assistant, Danvers Retirement Board, Town Hall, 1 Sylvan Street, Danvers, Massachusetts 01923 before February 23, 12:00PM EST. Questions may be hand-delivered, mailed, emailed, or faxed. Written responses will be mailed, emailed, or faxed to all individuals or firms on record.

Please note: telephone inquiries to the System will not be accepted.